

ACKNOWLEDGMENT OF REPORTING RESPONSIBILITIES

for Change Reporting Household

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Changes in your situation must be reported to the DCF office so the amount of benefits you receive can be decided correctly.

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Examples of some of the changes you must report include:

- starting or stopping a job
- someone moving into or out of your household (including a new baby)
- changes in resources like checking or savings accounts
- moving to a new address and your new rent amount
- a change in the amount or source of your income

Ask your caseworker if you are not sure what changes you must report!

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You must report changes to the DCF office within 10 days of time you learn of the change.

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If you receive too many benefits because you did not report a change timely to the DCF office, you will have to repay the extra benefits. You may also be subject to charges of fraud.

I understand the reporting responsibilities listed above and have no questions about them.

Signature of Applicant/Recipient

Date

I have explained the above reporting responsibilities to _____ and he/she has been given the opportunity to ask questions.

Signature of EESS

Date